



City of Rockville
Dept. of Community Planning & Development Services
Planning Division
111 Maryland Ave. • Rockville, MD 20850-2364 • 240-314-8200
www.rockvillemd.gov

PLT

APPLICATION FOR SUBDIVISION PLAN

TYPE OF APPLICATION: _____

_____ Preliminary Plan _____ Ownership Plat _____ Final Record Plat

PROJECT IDENTIFICATION: _____

Application is hereby made with the City of Rockville Planning Commission for approval of a Subdivision Plan for the property described below:

PLEASE PRINT CLEARLY OR TYPE	PROPERTY ADDRESS			
	NUMBER, STREET & ZIP			
	TAX ACCOUNT #	ZONING	PROPERTY SIZE (SQ. FT.)	NUMBER OF LOTS
	PROPOSED SUBDIVISION INFORMATION			
	SUBDIVISION NAME		NUMBER OF LOTS	BLOCK
APPLICANT*	NAME	MAILING ADDRESS – NUMBER, STREET, CITY, STATE, ZIP		PHONE / FAX / E-MAIL
	FIRST			
	LAST			
PROPERTY OWNER	FIRST			
	LAST			
ARCHITECT Registration #	COMPANY			
	LAST	FIRST		
ENGINEER/ OTHER Registration #	COMPANY			
	LAST	FIRST		

* A letter of authorization from the owner must be submitted if this application is filed by anyone other than the owner

I hereby certify that I have the authority to make this application, that the application is complete and correct and that I have read and understand all procedures for filing this permit.

Signature of Applicant _____

TO BE COMPLETED BY THE PLANNING DIVISION

Application #: _____

Staff Reviewer: _____

Target Planning Commission

Review Date: _____

Received by: _____

Date: _____

Total fee: \$ _____

NRI Permit Plan # _____

Use Permit # _____

See reverse side

Attached hereto and made a part of this application, I submit the necessary plans, specifications and other data or explanatory material as required by the Subdivision Regulation (Chapter 25, Article XV). All applications must include the original mylar and six (6) prints, showing the following:

1. SURVEYOR'S CERTIFICATE

- a. Show all recordation of conveyance with dates.
- b. Establish pipes and monuments.
- c. Give area of street dedication in square feet and acreage.
- d. Plan is certified correct and is sealed by a Maryland registered surveyor.

2. OWNER'S DEDICATION

- a. Owner adopts plan of subdivision.
- b. Dedicate all streets to public use and/or to public use and private maintenance.
- c. Grant land as shown on the subdivision plan to proper HOA entity, Mayor and Council, etc.
- d. Establish minimum building restriction lines.
- e. All necessary easements to be established by plat including PUE's, (with PUE recordation information), grading and slope easements, sidewalk/bike path/pedestrian easements, utility easements, ingress/egress easements, etc.

NOTE: SWM easements to be shown on subdivision plan and locations verified with maintenance agreement location sketch. Forest Conservation easements are also established by a separate document but location should be shown on plat.

3. EASEMENTS AND RIGHTS OF WAY

- a. Show all existing easements.
- b. Abandon all unnecessary easements, rights of way by separate document, and reference on plat.
- c. Locations of new utilities or other public improvements outside of rights-of-way match locations of new easements being established or shown as future/recorded on plat.
- d. Establish 10 PEUs along all public roadways.

4. DATUM AND NORTH ARROW

- a. Datum to be NAD 83/91 for new subdivisions, WSSC, original plat datum or other approved datum
- b. North Arrow is shown on plat with datum and scale (maximum scale is 1" = 100').
- c. Show three (3) property corner coordinate values per plat.
- d. Minimum of two (2) monuments per block.

5. ADJACENT PARCELS

- a. Show all adjacent plat/deed and owner information.

6. GENERAL PLAT INFORMATION

- a. Show all proposed or previously dedicated street names, and right-of-way widths. Give recordation information if applicable.
- b. Show all curve and line data.
- c. Show all lot numbers, blocks, and lot areas.
- d. Show all parcel letters, blocks, and parcel areas.
- e. All information shown on title block is correct and consistent with any predetermined subdivision name.
- f. Certification block for Planning Commission and City Manager.

7. PLAT OF CORRECTIONS

- a. For correction plats, all previous information to be corrected should be clearly identified as such (with the use of dashed lines, stippled numbers, etc.), and all new information to be established uses heavier line weights or other methods to clarify its intent.

Final plat to be accompanied by digital submission (DWG or DXF format).



NOTICE TO APPLICANTS FOR:

- Use Permits and Use Permit Amendments
- Subdivisions (Preliminary or Final)
- Planned Developments (PRU, RTH, CPD)
- Sediment Control Permits

As of January 1, 1993, the Rockville Forest and Tree Preservation Ordinance requires that a person filing any of the above applications shall submit a Natural Resource Inventory/Forest Stand Delineation and a Forest Conservation Plan (when applicable).

No application for a covered permit or approval is complete until the submission-required by the Ordinance are accepted as complete by the City Forester. The City Forester and Environmental Specialist shall review and approve or disapprove Natural Resource Inventory/Forest Stand Delineation and Forest Conservation Plans.

Criteria for Forest Stand Delineation and Forest Conservation Plans are contained in the Forest and Tree Preservation Ordinance and Forest Conservation Manual.

The filing fee for a Natural Resource Inventory/Forest Stand Delineation is \$150.00 plus \$5.00 per acre over ten acres.

The filing fee for a Forest Conservation Plan is \$100, plus \$30 per acre or fraction thereof.

SUBMISSION REQUIREMENTS FOR FOREST STAND DELINEATION*

	No Forest or significant tree on the tract	No Impact on Forest or significant tree on the tract	Impact on Forest or significant tree on the tract
Natural Resource Inventory/Forest Stand Delineation Map			X
Site Vicinity Map	X	X	X
Stand Summary Sheets			X
Narrative on Forest Stand Conditions			X
Individual Significant Tree Summary Sheet and Map		X	X
Preliminary Conservation Worksheet		X	X
Certification that there is no forest in delineation area**	X		
Documentation establishing no activity within 50 ft. of the critical root zone of any significant tree in the delineation area		X	
Additional submission as required by the City Forester	X	X	X

*Not applicable in connection with a single recorded lot improved with an existing attached, detached, or semi-detached single-family dwelling.

**This certification must be reviewed and approved by the City Forester. The delineation area consists of the entire tract.